

14 FAH-4 H-340 USING THE INTERNAL MAIL AND MESSENGER SERVICE

*(CT:DPM-2; 05-06-2009)
(Office of Origin: A/LM)*

14 FAH-4 H-341 DELIVERY OF ITEMS TO DEPARTMENT FACILITIES

(CT:DPM-2; 05-06-2009)

- a. Items originating in HST or Department annexes addressed for delivery to HST or Department annexes are processed by the contractor that provides Internal Mail and Messenger Service (IMMS) for the Department.
- b. The IMMS delivers items once or twice a day to designated mail stops in the following Department facilities in the Washington metropolitan area:

HST	SA-12	SA-27
SA-1	SA-13	SA-28
SA-2	SA-14	SA-29
SA-3	SA-15	SA-31 (thru SA-20)
SA-4 Central	SA-16	SA-32
SA-4 South	SA-17	SA-33
SA-4 East	SA-18	SA-34
SA-6	SA-19	SA-37
SA-7A	SA-20	SA-39
SA-7B	SA-21	SA-42
SA-7C	SA-22	SA-43
SA-8	SA-23	SA-44
SA-10	SA-24	
SA-11 (thru SA-20)	SA-26 (incl HST 5th fl)	

- c. Official items originating from HST and Department annexes addressed to locations not serviced by the IMMS can be sent to SA-44 for postage (for domestic addresses) or to SA-32 for transmission by unclassified pouch or to SA-8 for transmission by classified pouch to posts abroad.

14 FAH-4 H-342 DELIVERY OF ITEMS TO OTHER AGENCIES IN THE WASHINGTON AREA

(CT:DPM-2; 05-06-2009)

- a. Security measures generally prohibit messengers from other U.S. Government agencies from making deliveries or retrieving items from the Department's mail operations centers at HST, SA-44 or SA-1.
- b. Unclassified items:
 - (1) The following Washington agencies have established regularly scheduled messenger service between their agencies and DPM/U (SA-32):
 - Department of Agriculture
 - Department of Commerce
 - Department of Defense, DIA
 - Department of Homeland Security, ICE
 - Department of Justice, DEA
 - Department of Justice, FBI
 - Department of Transportation
 - Peace Corps
 - USAID
 - Voice of America
 - (2) Items addressed to other agencies that have established SA-32 pick-ups are taken by IMMS to SA-32. For Department official mail addressed to other agencies that do not have established pick-ups at SA-32, the mail operations center at SA-44 applies U.S. postage.
- c. Classified items:
 - (1) Classified messenger service is available between the Department and SA-8 from the HST mail operations center in Room B437. The mail operations center mails, via USPS Registered Mail, classified items for all other agencies in the Washington metropolitan area following the procedures in 14 FAH-4 H-320.
 - (2) DPM/C at SA-8 is not responsible for delivery of items to other U.S. Government agencies. Some Washington agencies have regularly scheduled pick-up of classified items arriving at SA-8 from posts abroad in the classified pouch. Washington-area agencies that do not have regularly scheduled pick-up of classified items arriving at

SA-8 from posts abroad in the classified pouch are individually called to arrange pick-up of their items. Contact the parent agency or DPM/C for specific information regarding pick-ups.

14 FAH-4 H-343 DELIVERY OF ITEMS OUTSIDE THE WASHINGTON AREA

(CT:DPM-2; 05-06-2009)

- a. The IMMS does not deliver items outside of the Washington metropolitan area.
- b. For instructions on putting unclassified items into official mail to domestic addresses outside of the Washington area, see 14 FAH-4 H-311.
- c. For instructions on sending classified items outside the Washington area, see 14 FAH-4 H-320.

14 FAH-4 H-344 THROUGH H-349 UNASSIGNED